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TO : Director of Training

DATE: 1 December 1960

FROM : Plans and Policy Staff

SUBJECT: Weekly Activity Report #48

1. Covert Action Seminar

As directed by DTR, on 23 November C/PPS discussed with [] OS/TR, the CA Staff requirement for a proposed seminar [] in the underdeveloped areas [] It is understood that [] will report on this preliminary meeting in greater detail. (The main points were passed on orally to the DDTR on 23 November.) After further discussion, [] will draft a formal proposal for the desired seminar.

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2. Possible China Activity Training Requirement

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To repeat, the course would be aimed at both FE and other division and staff personnel having China operational or intelligence collection and reporting responsibilities.

FE/China understand that they would have to contribute to the instruction; however, it seems to PPS that OTR can make a substantial contribution to such a set of courses, particularly since so many OTR instructors have had China experience or studies of one type or another.

3. Emergency Training Site

On 23 November [] conferred with [] 25X1
[] CIA Emergency Officer, with respect to a possible emergency 25X1
training site to be used [] No specific infor- 25X1
mation was obtained, and it was agreed that they would next contact the Real Estate and Construction Division, Office of Logistics.

4. Meeting with Representatives of WH/4 and DD/S

On 25 November [] conferred with representa- 25X1
tives of WH/4 and DD/S on matters that have been reported to the Director of Training.

5. Training of Blind Linguists

On 29 November Messrs. [] conferred 25X1
with Messrs. [] of OCI with respect to OCI's project 25X1
for the training of blind linguists. The primary purpose of the meeting was to obtain additional information concerning the project which might bear upon the decision as to which component of CIA should be responsible for its production phase, administration of a contract [] and 25X1
budgeting for the project. The OTR representatives remained convinced that the Director of Training should be involved only to the extent of keeping informed for possible gains of professional knowledge, and of offering certain technical assistance if required (e.g., accomplishment of assessments). It was recommended that the DD/S be briefed as to the status of discussions.

6. Scheduling of Courses and Language Tests

On 30 November, [] requested that PPS investigate 25X1
the possibility that specific committed schedulings of certain OTR courses and language testing sessions might be extended further into the future than at present.

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7. Federal Woman's Award

On 30 November, [redacted], Office of the DD/S, in developing a final draft of a paper proposing [redacted] for the Federal Woman's Award. [redacted] and others in OTR developed most of the material in this paper.

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25X18. DD/S Response to the IG Survey of the CIA Training Program

On 30 November the final version of the DD/S response to the Inspector General's Survey of the CIA Training Program was completed and was signed by the DD/S.

9. WH/4 Special Staff Meeting

On 1 December [redacted] attended the WH/4 special staff meeting, and reported its substance to the Deputy Director of Training.

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10. Guidelines for Effective Teaching

The Guidelines for Effective Teaching was submitted to DDTR and DTR for comments and approval for publication.

11. Personnel

[redacted] is attending the Clandestine Services Review course, 28 November - 9 December.

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[redacted] is attending the Covert Action Operations course, 28 November - 16 December.

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